

Strategic Training Management for HR and Training Professional

▶ 12 - 13 December 2018 ▶ Premiera Hotel, Kuala Lumpur

Learn the strategic approach to
ANALYSE the training need,
PLAN, IMPLEMENT and
EVALUATE your training programs
for better **RESULTS**

PARTICIPANTS (TARGET GROUP)

Training and development managers, assistant managers, executives and officers involved in planning and coordinating training activities within the organisation.

LEARNING OUTCOME

After attending this course, you should be able to:

- ☑ Explain the concept, importance and success factors for training in an organization
- ☑ Explain the steps in Training Needs and preparing training modules
- ☑ Identify the roles and responsibilities of a Training Manager and Training Officer
- ☑ Explain the basics and steps in managing the training program, source and budget for organizational effectiveness
- ☑ Evaluate the training effectiveness in a systematic way

CONTENTS

Concept and Importance of Training

- Definition of training and learning
- Critical factors for successful training programmes
- Training as one of the strategies for Human Resource Development

Effective training

- Systematic training approach
- The roles and responsibilities of a Training Manager and Training Officer

Training Needs Analysis (TNA)

- TNA framework based on competencies
- The main phases of Training Needs Analysis
- Methods of analyzing competency requirements

Designing Training Programme

- Determine training objectives
- Preparing systematic training plan
- Developing training materials and media presentation
- Developing the content and methodology for effective training
- Evaluation plan

Implementing Training Programme

- The role of program secretariat
- Handling challenges during training implementation
- Managing activities – before, during and after the programme

Measuring Training Effectiveness

- Various evaluation techniques
- The importance of measuring training effectiveness

FACILITATOR



SHAMSUL BAHRI MOHD YUSOF

is the Head of Corporate Training Department at Irshad HR Consulting. As a trainer, he specialises in the areas of Training Management, TNA, Module Design. He also conducts Team Building, Work Culture and Support

Staff Development Programmes. He holds a Bachelor degree in Business Administration from Universiti Utara Malaysia. Shamsul Bahri is also a Certified Trainer and Training Needs Analysis (TNA) Consultant by Pembangunan Sumber Manusia Berhad (PSMB).

COURSE FEE

Normal: RM 1350 per pax

Group registration:

- 2 - 4 Pax: RM 1250 per pax

- 5 - 9 Pax: RM 1150 per pax



Organised by:



Contact Person : Razali/Jaslizan/Meiza
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BORANG PENYERTAAN KURSUS

COURSE REGISTRATION FORM



Faks/ Fax: 03-7954 9802

E-mel/ Email: ppd@irshad.com.my

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|--|--|---|
| Tajuk Kursus / <i>Course Title</i> : Strategic Training Management for HR and Training Professional | Tarikh/ <i>Date</i> : 12-13 December 2018 | Tempat/ <i>Venue</i> : Premiera Hotel, KL |
|--|--|---|

Sila daftarkan penama berikut menyertai kursus di atas / *Please register the followings for the above stated course(s)*:

| No. | Nama/ <i>Name</i> | Jawatan/ <i>Designation</i> | E-mel/ <i>Email</i> | No.Handphone |
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* Note that mobile number is important for us to reach you in case of any unforeseen changes.

Organisasi/*Organisation*:

Pegawai bertanggungjawab/*Officer in charge*:

Jawatan/*Designation*:

Jabatan/*Department*:

Alamat/*Address*:

Telefon/*Telephone* :

Faks/*Fax* :

E-mel/ *Email* :

Bersama ini saya sertakan Cek/ M.O/ P.O bernilai RM _____ atas nama IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Cawangan Petaling Jaya, Nombor Akaun: 62104-0-01-001507-1)

Herewith I enclosed Cheque/ M.O/ P.O worth RM _____ payable to IRSHAD HR CONSULTING SDN BHD (Alliance Bank Malaysia Berhad, Petaling Jaya Branch Account Number: 62104-0-01-001507-1)

OR

SBL SBL KHAS

* Geran latihan SBL / SBL Khas mestilah dimohon sekurang-kurangnya 1 hari sebelum program. Permohonan boleh dilakukan melalui portal HRDF www.hrdf.com.my

** SBL / SBL Khas training grant must be applied at least 1 day before the programme. Application can be done through HRDF portal www.hrdf.com.my*

TERMA DAN SYARAT

- Pembayaran yuran kursus hendaklah dibuat dalam Ringgit Malaysia (RM).
- Surat pengesahan pendaftaran akan dikeluarkan selepas pembayaran diterima.
- Untuk kakitangan dan pegawai kerajaan; pesanan kerajaan atau surat pengesahan hendaklah diserahkan sebelum kursus bermula.
- Tempahan hotel hendaklah dibuat terus ke pihak hotel pilihan peserta.
- Pihak penganjur berhak meminda program, fasilitator, tarikh dan tempat kursus jika terdapat perkara-perkara yang tidak dapat dielakkan.

Tandatangan/*Signature*:

*Sila fotokopi jika borang tidak mencukupi / *Please make copy if the form insufficient*

TERMS AND CONDITIONS

- Course(s) fee(s) should be made payable in Ringgit Malaysia (RM).
- Confirmation of registration will be issued once payment received.
- For government official(s), a local order or letter of approval must be presented before the course (s) started.
- Hotel arrangements and reservations should be made directly to the preferred hotel.
- The organizer reserve the right to amend the programme, facilitator, dates and venue of the course(s) due to unforeseen circumstances

Cop Rasmi/*Official Stamp*:

IRSHAD HR CONSULTING SDN BHD
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Jalan 16/11, 46350 Petaling Jaya,
Selangor Darul Ehsan

Untuk keterangan lanjut dan pendaftaran:

BAHAGIAN KURSUS UMUM

For further information and registration:

PUBLIC PROGRAMME DEPARTMENT

(Meiza/Jaslizan/Raihana)

Tel : 603 7956 0010

Facebook : Irshad HR Consulting



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